

Enhanced CTLS Assess – Student Home Access to Assessments

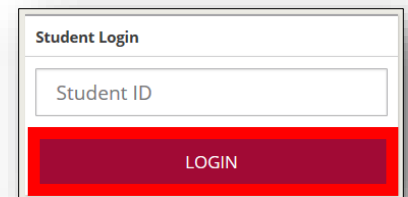
The following instructions will guide students how to login to the CTLS Assess Student Portal from home, locate, and begin an assessment. *Any assessments that have been enabled for that student will be available on the student dashboard.*

Student Login

1. Students will navigate to <https://studentportal.educationincites.com/#/client/gacobb> or scan the QR code with a mobile device.

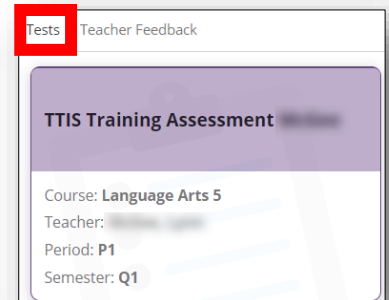


2. Students will then enter their **7-digit CCSD Student ID** to login to the testing portal and click **“Login”**. *If prompted, the client ID is: gacobb.*

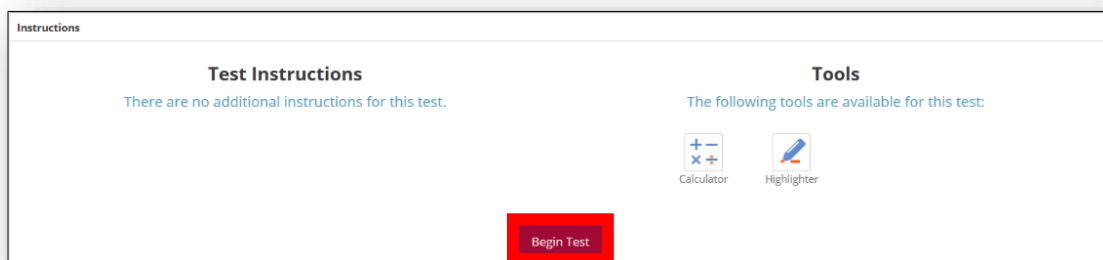


3. Any assessments the teacher has enabled for the student will appear on the screen. Students will click on the tile to access the test.

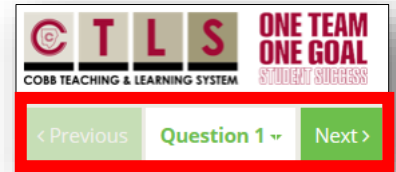
Note: It is important that students know the name of the assessment they should be taking since they may see multiple tests on the student dashboard. If a test is not available, check with your teacher.



4. Students will see a window with any instructions that have been included for the assessment, as well as any tools have been enabled by the teacher. When ready, students should click **“Begin Test”**.



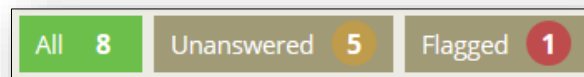
5. Students will navigate through the items on the assessment using the “**Next**” and “**Previous**” buttons in the top left corner of their screen.



6. Tools that have been turned on prior to proctoring will be available in the top right of the student’s screen. This is also where they will go to click “**Finish**” when they are done with the assessment.



7. In the bottom left corner of the screen, students will see buttons indicating the total number of items on the assessment, number of items still unanswered, and number of items flagged by the student. These buttons can be clicked to filter the items to only include the questions the student needs or wants to view.



8. After an assessment has been completed, the student can **click the Finish** button and then **sign out** of the portal by clicking on the arrow to the right of their name in the top right-hand corner.

